

# 1999-01 Performance Progress Report

## For Quarter Ending June 2001

Agency 085

### Office of the Secretary of State

#### Mission

The Office of the Secretary of State will promote public trust by maintaining records of public events and informing the citizenry of past, present and future events by providing equal access to government, its records and information.

**Goal** All records generated by state and local agencies are reviewed prior to disposal for their potential to be archival records and inactive records will be located in the state records center.

**Performance Measure** Cubic feet of records stored in the State Records Center on the first day of the fiscal year.

Outcome	Fiscal Year 2000				Fiscal Year 2001			
	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>	<u>Quarter 5</u>	<u>Quarter 6</u>	<u>Quarter 7</u>	<u>Quarter 8</u>
Estimate	205,500				206,000			
Actual	200,832				202,740			
Date Measured	7/1/1999				7/1/2000			

**Quarter 1 Comment** First Quarter Estimate was published at 199,500. Actual estimate was 205,500 which includes the maintenance level add for Corrections files.

**Goal** Allow the community at large to access the Corporation Division information in alternative formats and process documents quickly and efficiently.

**Performance Measure** Average number of business days required to process Corporations Division documents.

Outcome	Fiscal Year 2000				Fiscal Year 2001			
	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>	<u>Quarter 5</u>	<u>Quarter 6</u>	<u>Quarter 7</u>	<u>Quarter 8</u>
Estimate				10				7
Actual				14				14
Date Measured				7/1/2000				7/1/2001

**Quarter 8 Comment** There was no change in the number of days it takes to process documents from the 4th quarter. This is due to increasing volume of corporate filings and no new FTE's to process them.

**Goal** Register to vote all eligible Washington State residents and provide comprehensive candidate and issue information to all voting age Washington State residents prior to each election in paper, as well as alternative formats.

**Performance Measure** Number of registered voters (as of November).

Outcome	Fiscal Year 2000				Fiscal Year 2001			
	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>	<u>Quarter 5</u>	<u>Quarter 6</u>	<u>Quarter 7</u>	<u>Quarter 8</u>
Estimate		3,300,000				3,325,000		
Actual		3,099,553				3,335,714		
Date Measured		11/4/1999				11/4/2000		

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**Performance Measure** Percentage of registered voters who voted in the November election.

Outcome	Fiscal Year 2000				Fiscal Year 2001			
	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>	<u>Quarter 5</u>	<u>Quarter 6</u>	<u>Quarter 7</u>	<u>Quarter 8</u>
Estimate		60%				60%		
Actual		57.77%				75.45%		
Date Measured		11/4/1999				11/4/2000		

**Performance Measure** Number of voters and candidate pamphlets distributed.

Output	Fiscal Year 2000				Fiscal Year 2001			
	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>	<u>Quarter 5</u>	<u>Quarter 6</u>	<u>Quarter 7</u>	<u>Quarter 8</u>
Estimate		3,000,000				3,050,000		
Actual		2,980,015				3,003,717		
Date Measured		11/4/1999				11/4/2000		

**Performance Measure** Total cost per page to produce, distribute and mail the voters and candidates pamphlet.

Efficiency	Fiscal Year 2000				Fiscal Year 2001			
	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>	<u>Quarter 5</u>	<u>Quarter 6</u>	<u>Quarter 7</u>	<u>Quarter 8</u>
Estimate		\$0.006				\$0.006		
Actual		\$0.006				\$0.004		
Date Measured		11/4/1999				11/4/2000		